



# SPECIAL DISTRICT ELECTION CALENDAR FOR NOVEMBER 7, 2006

DATE	ACTION
<b>JANUARY 1, 2006</b>	<b>Absentee Ballot Applications</b> Earliest day to apply for an absentee ballot. <div style="text-align: right;">C.R.S. § 1-8-104(3)</div>
<b>JULY 28, 2006</b> <i>100 days before</i>	<b>Notice of Coordinated Election</b> If, by one hundred (100) days before the election, a political subdivision has taken formal action to participate in a general election or other election that will be coordinated by the county clerk and recorder, the political subdivision shall notify the county clerk and recorder in writing. <div style="text-align: right;">C.R.S § 1-7-116(5)</div>
<b>AUGUST 9, 2006</b> <i>No later than 90 days prior</i>	<b>Polling Places</b> The county clerk and recorder, in consultation with the other designated election officials of each political subdivision participating in the election, shall assure that one polling place be designated to allow an individual elector to vote for all ballot issues, ballot questions and candidates voted on the same date. For coordinated elections, precincts and polling places may be combined. <div style="text-align: right;">C.R.S. § 1-5-102.5 (1) &amp; (2)</div>
<b>AUGUST 29, 2006</b> <i>No later than 70 days prior</i>	<b>Coordinated Elections</b> Intergovernmental Agreement between the county clerk and recorder and the special district shall be signed. <div style="text-align: right;">C.R.S. § 1-7-116(2)</div>
<b>SEPTEMBER 8, 2006</b> <i>No later than 60 days before</i>	<b>Certify Ballot Content – Coordinated Elections</b> The designated election official shall certify the ballot and the ballot content. Such certification shall be delivered to the county clerk and recorder of each county that has territory within the political subdivision if the election is coordinated with the county clerk and recorder. The ballot shall include any ballot issue or ballot question to be submitted to the eligible electors. <div style="text-align: right;">C.R.S. § 1-5-203(3)(a)</div>
<b>SEPTEMBER 13, 2006</b> <i>No later than 55 days prior</i>	<b>Mail Ballot Plan</b> Designated election official submits mail ballot plan. The notification shall include a proposed plan for conducting the mail ballot election. The Secretary of State will approve or disapprove the proposed plan within 15 days of filing - C.R.S. 1 § 7.5-105(2). <div style="text-align: right;">C.R.S. § 1-7.5-105(1)</div>
<b>SEPTEMBER 22, 2006</b> <i>No later than 45 days prior</i>	<b>Election Judges</b> The designated election official shall appoint election judges (no later than 45 days prior to the election). Designated election official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven days after certificate of appointment forms were mailed <div style="text-align: right;">C.R.S.1-6-105(1), 1-6-1-6(1), 1-6-106(3)</div>
<b>SEPTEMBER 26, 2006</b> <i>No later than 42 days before</i>	<b>Transmittal of TABOR Notice</b> The designated election official or the official's designee for the special district conducting an election in November, shall prepare and deliver to the county clerk and recorder for the county or counties in which the special district is located no later than forty-two (42) days before the election the full text of any required ballot issue notices. <div style="text-align: right;">C.R.S. § 1-7-904</div>

<p><b>SEPTEMBER 28, 2006</b> <i>No later than 40 days prior</i></p> <p><i>No later than 40 days prior</i></p>	<p><b>Mail Ballot Plan</b> The secretary of state shall approve or disapprove the written plan for conducting a mail election within fifteen (15) days after receiving the plan and shall provide written notice to the political subdivision.  C.R.S. § 1-7.5-105 (2)</p> <p><b>Registered Electors and Property Owners List</b> The Designated Election Official shall order the voter registration list from the county clerk and the property owners' list from the county assessor. Designated Election official may order an initial voter registration list and property owners list to be <b>received</b> 30 days prior to the election, with supplementary lists <b>provided</b> 20 days prior, or complete lists <b>provided</b> 20 days prior to the election.  C.R.S. § 1-5-303(1) &amp; 1-5-304(1)</p>
<p><b>OCTOBER 6, 2006</b> .</p>	<p><b>Classes for Election Judges</b> The county clerk and recorder or the designated election official shall hold a class of instruction concerning the tasks of an election judge and a special school of instruction concerning the task of a supply judge no more than thirty (30) days prior to each election.  C.R.S. § 1-6-101(5)</p>
<p><b>OCTOBER 6, 2006</b> <i>No later than 30 days prior</i></p> <p><i>At least 30 days before</i></p> <p><i>At least 30 days before</i></p> <p><i>Within 30 days</i></p>	<p><b>Classes for Election Judges</b> The county clerk and recorder or the designated election official shall hold a class of instruction concerning the tasks of an election judge and a special school of instruction concerning the task of a supply judge no more than thirty-two (32) days prior to each election.  C.R.S. § 1-6-101(5)</p> <p><b>Registered Electors and Property Owners List</b> The county clerk and recorder shall certify and make available a complete list of the registered electors and the county assessor shall certify and deliver an initial list of all recorded owners of real property within the district. C.R.S. § 1-5-303(1) &amp; 1-5-304(1) &amp; 1-7.5-107(2)(a)</p> <p><b>Printing Ballots</b> The official ballots shall be printed and in the possession of the designated election official at least thirty (30) days before the election.  C.R.S. § 1-5-406</p> <p><b>TABOR Notice Mailed</b> Article X Section 20 of the State Constitution requires the mailing of the ballot issue package (TABOR Notice) at least thirty (30) days before the election.</p>
<p><b>OCTOBER 10, 2006</b> <i>No later than 29 days before</i></p>	<p><b>Voter Registration Deadline</b> Electors shall be permitted to register no later than twenty-nine (29) days before any election. (October 29 is a legal holiday)  C.R.S. § 1-2-201(3)</p>
<p><b>OCTOBER 13, 2006</b> <i>No sooner than 25 days prior</i></p> <p><i>No sooner than 25 days prior</i></p> <p><i>No later than 25 days prior</i></p>	<p><b>Mail Ballot – Packets Mailed</b> First day the designated election official shall mail to each ACTIVE REGISTERED elector, at the last mailing address appearing in the registration records, a mail ballot packet. C.R.S. § 1-7.5-107(3)(a)</p> <p><b>Mail Ballots – Ballots Available</b> Mail ballots shall be made available at the designated election official's office for eligible electors who are not listed or who are listed as "INACTIVE" on the county voter registration records or, for special district mail ballot elections, on the property owners' list or the registration list if otherwise authorized to vote.  C.R.S. § 1-7.5-107(3)(c)</p> <p><b>Changes in Boundaries – Nonpartisan Elections</b> No polling place shall be changed after this date.  C.R.S. § 1-5-104(1) &amp; (4)</p>

<p><b>OCTOBER 13, 2006</b>  <i>No later than 25 days prior</i></p>	<p><b>Election May Be Canceled – When</b>  Board of Directors may, by resolution, cancel the election (no later than 25 days before an election conducted as a coordinated election in November. Notice of cancellation of the election must be published. The notice must be posted at each polling place of the District, in the office of the Designated Election Official, and in the Office of the County Clerk and Recorder. A copy of the notice shall also be filed with the Division of Local Government.</p> <p>A governing body may, by resolution, withdraw one or more ballot issues or ballot questions from the ballot. The ballot issues and ballot questions shall be deemed to have not been submitted and votes cast on them shall either not be counted or shall be deemed invalid by action of the governing body</p> <p style="text-align: right;">C.R.S. § 1-5-208(2), (6)</p> <p>The governing body shall provide <b>notice by publication</b> of the cancellation of the election. The notice must be published. A copy of the notice shall be posted at each polling place, in the office of the designated election official, and in the office of the clerk and recorder for each county in which the political subdivision is located and, a copy of the notice shall be filed in the office of the division of local government.</p> <p style="text-align: right;">C.R.S. § 1-5-208(6)</p>
<p><b>OCTOBER 18, 2006</b>  <i>No later than 20 days prior</i>  <i>No later than 20 days prior</i></p> <p><i>No later than 20 days after</i></p> <p><i>No later than 20 days before the election</i></p>	<p><b>Registered Electors List</b>  The county clerk and recorder shall supply supplemental lists of registered voters.  C.R.S. § 1-5-303(2) &amp; 1-7.5-107(2)(b)</p> <p><b>Property Owners List</b>  The county assessor shall supply supplemental lists of property owners.  C.R.S. § 1-5-304(2) &amp; 1-7.5-107(2)(b)</p> <p><b>Mail Ballot – Publication Notice</b>  The designated election official or the coordinated election official if so provided by an intergovernmental agreement, shall provide notice by publication of a mail ballot election. The notice shall be in lieu of election notification.  C.R.S. § 1-7.5-107(2.5)(a)&amp;(b)</p> <p><b>Additional Notice – Election to Create Financial Obligation.</b> (1) (a) A district submitting a ballot issue concerning the creation of any debt or other financial obligation at an election in the district shall post notice on the district's website or, if the district does not maintain a website, at the district's chief administrative office no later than twenty days before the election. <b>(See C.R.S. § 1-7-908 (I) thru (V) for specific notice requirements.)</b>  C.R.S. § 1-7-908</p>
<p><b>OCTOBER 23, 2006</b>  <i>15 days prior</i></p> <p><i>At least 15 days prior</i></p>	<p><b>Early Voters' Polling Place – Coordinated Election</b>  Voting shall be made available for fifteen (15) days before any general election or other November election coordinated by the county clerk. Early voting shall be made available during regular business hours unless the board of county commissioners, by resolution, increases the hours that the early voters' polling place may be open.  C.R.S. § 1-8-202 &amp; 205</p> <p><b>Canvassers for Special District Elections</b>  The designated election official shall appoint at least one member of the board of such district and at least one eligible elector of the special district who is not a member of such board to assist the designated election official in the survey of the returns. The persons so appointed and the designated election official shall constitute the board of canvassers for the election. The County's Canvass Board may survey returns for a coordinated election  C.R.S. § 1-10-201(1.5), 202</p> <p><b>Mail Ballots – Packet Mailing Deadline</b>  Last day to mail the mail ballot packets to each active registered voter.  C.R.S. § 1-7.5-107(3)(a)</p>

<p><b>OCTOBER 23, 2006</b> <i>15 days prior</i></p>	<p><b>Post Card Notice</b> No later than fifteen (15) days before nonpartisan election and in addition to the publication required by section 1-5-205, the designated election official or coordinated election official <b>may</b> mail to each household where one or more active eligible electors reside a voter notification card. The information on the voter notification card may be included with the ballot issue notice.</p> <p style="text-align: right;">C.R.S. § 1-5-206(2)(a)</p>
<p><b>OCTOBER 26, 2006</b> <i>No later than 12 days before</i></p> <p><i>At least 12 days before</i></p>	<p><b>Change of Polling Place - Handicapped Accessibility</b> Any request for a change of polling place to a polling place which is accessible to the physically handicapped must be received by the designated election official no later than twelve (12) days before the election for which the change is requested.</p> <p style="text-align: right;">C.R.S. § 1-2-225(6)</p> <p><b>Polling Place - Designated by Sign</b> All polling places shall be designated by a sign conspicuously posted at least twelve (12) days before each election.</p> <p style="text-align: right;">C.R.S. § 1-5-106</p>
<p><b>OCTOBER 27, 2006</b> <i>No later than 10 days prior</i></p> <p><i>No later than 10 days before the election</i></p>	<p><b>Published and Posted Notice of Election</b> The designated election official, or the coordinated election office if so provided by an intergovernmental agreement, no later than ten (10) days before each election, shall provide notice by publication of the election. A copy of the notice shall be posted until two (2) days after the election in a conspicuous place in the office of the designated election official or the clerk and recorder if the election is coordinated by the clerk and recorder. Sample ballots may be used as notices so long as the information required is included in the sample ballot.</p> <p style="text-align: right;">C.R.S. § 1-5-205(1);(1.3) &amp; (2)</p> <p><b>Hours Absentee and Early Voters' Counting Place Open for Receiving and Counting Absentee Ballots</b> The election officials at the absentee and early voters' counting place may receive, cast, and prepare for tabulation absentee and early voters' ballots delivered and turned over to them by the designated election official. Counting of the absentee and early voters' ballots may begin ten (10) days prior to the election and continue until counting is completed. The election officials in charge of the absentee ballot counting place shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election officials or watchers until after 7 p.m. on election day.</p> <p style="text-align: right;">C.R.S. § 1-8-302</p>
<p><b>OCTOBER 28, 2006</b> <i>10 days prior</i></p> <p><i>10 days prior</i></p>	<p><b>Counting Mail Ballots</b> The election officials at the mail ballot counting place may receive and prepare mail ballots delivered and turned over to them by the designated election official for tabulation. Counting of the mail ballots may begin ten (10) days prior to the election and continue until counting is completed. The election official in charge of the mail ballot counting place shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election officials or watchers until after 7 p.m. on election day.</p> <p style="text-align: right;">C.R.S. § 1-7.5-107.5</p> <p><b>Hours Absentee and Early Voters' Counting Place Open for Receiving and Counting Absentee Ballots</b> The election officials at the absentee and early voters' counting place may receive, cast, and prepare for tabulation absentee and early voters' ballots delivered and turned over to them by the designated election official. Counting of the absentee and early voters' ballots may begin ten (10) days prior to the election and continue until counting is completed. The election officials in charge of the absentee ballot counting place shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election officials or watchers until after 7 p.m. on election day.</p> <p style="text-align: right;">C.R.S. § 1-8-302</p>

<b>OCTOBER 31, 2006</b> <i>7 days prior</i>	Last day to request absentee voter ballot if applicant wishes to receive the absentee ballot by mail (close of business on the 7 <sup>th</sup> day before the election).
<b>NOVEMBER 3, 2006</b> <i>Friday before</i>	<p><b>Last Day to Request an Absentee Ballot</b> Last day to request absent voter ballot if absentee ballot will <b>not</b> be mailed to applicant. The application for an absentee ballot shall be filed with the designated election official no later than the close of business on the Friday immediately preceding the election. C.R.S. § 1-8-104(3)</p> <p><b>Last Day for Early Voting</b> Early voting shall not be permitted after the close of business on the Friday immediately preceding the election. C.R.S. § 1-8-208 (3)</p>
<b>NOVEMBER 6, 2006</b> <i>1 day prior</i>  <i>Monday before the election</i>	<p><b>Delivery to the Supply Judge</b> The designated election official, at least one (1) day prior to any election, shall cause the registration records and all necessary registration supplies to be delivered to the supply judge. C.R.S. § 1-5-301(2)</p> <p><b>Printing and Distribution of Ballots</b> In districts using paper ballots or electronic ballot cards, the designated election official shall have a sufficient number of ballots printed and distributed to the election judges in the respective precincts. The packages shall be delivered on any day on which a judges school of instruction is held or by 8 p.m. on the Monday before the election day. C.R.S. § 1-5-410</p>
<b>NOVEMBER 7, 2006</b>	<p><b>ELECTION DAY- POLLS OPEN CONTINUOUSLY FROM 7:00 A.M. TO 7:00 P.M</b> C.R.S. § 1-7-101</p> <p><b>Counting by Counting Judges</b> In precincts having counting judges, the receiving judges, at 8 a.m., or as soon thereafter as the counting judges request the ballot box, shall deliver to the counting judges the ballot box containing all ballots that have been cast up to that time, and the receiving judges shall proceed to use the other ballot box furnished for voting. C.R.S. § 1-7-305</p> <p><b>Counting by Receiving Judges</b> In precincts which do not have counting judges, as soon as the polls at any election have closed, the receiving judges shall immediately open the ballot box and proceed to count the ballots. The receiving judges shall not adjourn until the counting is finished. C.R.S. § 1-7-306</p>
<b>NOVEMBER 8, 2006</b>	<p><b>Provisional Ballot Counting</b> The Designated Election Official or designee may begin verification of provisional ballots, if any. Upon completion of verification, Provisional Ballot Board may proceed to count the provisional ballots. Secretary of State Rules 26 &amp; C.R.S. § 1-9-303</p>
<b>NOVEMBER 14, 2006</b> <i>No later than 7 days after the election</i>	<p><b>Certification of Official Abstract of Votes Cast – Non-Coordinated Elections</b> No later than seven (7) days after an election, the canvass board shall certify to the designated election official the official abstract of votes cast for all ballot issues and ballot questions in that election. The verification and counting of all provisional ballots shall be completed prior to the certification of the official abstract of votes cast in the election. C.R.S. § 1-10-203(1) Secretary of State Rule 5.5.8</p>
<b>NOVEMBER 24, 2006</b> <i>No later than the 17th day after</i>	<p><b>Certification of Official Abstract of Votes Cast – County Coordinated Elections</b> No later than the seventeenth day after any election coordinated by the county clerk and recorder, the county canvass board shall complete its duties. C.R.S. § 1-10-102(1)</p>
<b>DECEMBER 7, 2006</b> <i>Within 30 days after</i>	<p><b>Certificates of Election</b> The results of a special district election shall be certified to the division of local government within thirty (30) days after the election. C.R.S. § 1-11-103(3)</p>

<b>DECEMBER 7, 2006</b> <i>Within 30 days after</i>	<b>Registering Contact Information With Election Results</b> Each special district shall register its business address, its telephone number, and the name of a contact person with the Division of Local Government when certifying the results of a district election. C.R.S. § 32-1-104(1)
<b>DECEMBER 22, 2006</b> <i>Within 45 days after</i>	<b>Special District Debt Authorization</b> The results of special district ballot issue elections to incur general obligation indebtedness shall be certified by the special district by certified mail to the board of county commissioners of each county in which the special district is located or to the governing body of a municipality that has adopted a resolution of approval for organization of the special district. The special district shall file a copy of any certification with the Division of Securities. (1580 Lincoln, Suite 420, Denver, Colorado, 80203) C.R.S. § 32-1-1101.5(1)
	<b>Election Record</b> The election official shall retain election materials until time has expired for any contest proceedings or 25 months after the election, whichever is later. C.R.S. § 1-7-803

**C.R.S. § 1-1-106 COMPUTATION OF TIME**

- (1) *Calendar days shall be used in all computations to time made under the provisions of this code.*
- (2) *In computing any period of days prescribed by this code, the day of the act or event from which the designated period of days begins to run shall not be included.....*
- (4) *If the last day of any act to be done or the last day of any period is a Saturday, Sunday or legal holiday and completion of such act involves a filing or other action during business hours, the period is extended to include the next day which is not a Saturday, Sunday or legal holiday.*
- (5) *If a .....state statute requires doing an act in "not less than" or "no later than" or "at least" a certain number of days or "prior to" a certain number of days...."before" the date of an election, or any phrase that suggests a similar meaning, the period is shortened to and ends on the prior business day that is not a Saturday, Sunday, or legal holiday...*